

MARICOPA COUNTY EMPLOYMENT OPPORTUNITY

OPEN COMPETITIVE

LIBRARY ASSISTANT – EL MIRAGE BRANCH

FULL-TIME POSITION WITH THE MARICOPA COUNTY LIBRARY DISTRICT
EL MIRAGE BRANCH, LOCATED AT 101 W. WIGWAM BLVD, AZ

MUST BE WILLING TO WORK DAYS, EVENINGS and ROTATING WEEKENDS.
MARK APPROPRIATE AREA ON YOUR APPLICATION.

RECRUITMENT DATES: Monday, May 21, 2001 – Open Until Filled

SALARY: \$8.70 Per Hour

POSITION QUALIFICATIONS: High School Diploma or GED and two years of customer service experience. Related education beyond high school may substitute for the experience requirement on a year-for-year basis.
Preferred: Candidates with prior customer service experience in a library setting. Bilingual skills desired.

ESSENTIAL JOB TASKS: Checks books in and out to library patrons and branches. Issues library cards. Collects fines. Assists patrons in the use of the computer system. Provides basic reference and readers' advisory services. Takes requests for and places materials on reserve. Handles interlibrary loan transactions. Shelves books.

SELECTION PROCEDURE: **EDUCATION/EXPERIENCE EVALUATION.** The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be scored based on an evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department

FILING PROCESS: Required **County Application Form** (3100-049) and **SUPPLEMENT** must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Recorded Job Message: 602-506-3329. Phone: 602- 506-3755. Teletypewriter (TT) 602-506-1908. If you have access to a fax machine or fax PC, you may request application materials via our Fax on Demand program at 602-506-1212. **Internet Address:** www.maricopa.gov

NOTE TO EMPLOYEES Unless you are a temporary or unclassified employee, you must have successfully completed initial probation before your application can be considered.

WHAT HAPPENS TO YOUR APPLICATION: Refer to page 5 of the application form for complete information.

IT IS THE POLICY OF MARICOPA COUNTY
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

RECRUITMENT ABBREVIATION CODE: LA-ELMIR, KC

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LIBRARY ASSISTANT – EL MIRAGE BRANCH

1. Do you have direct customer service experience (ie: working with the public)? If ☐ Yes ☐ No __#Yrs
yes, please list years and describe.

2. Do you have experience working or volunteering in a library? If yes, please list years and describe. ☐ Yes ☐ No __Yrs

3. Please list computer software with which you are proficient.

LA-ELMIR, 05/01